

CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
April 29, 2003

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>MENTAL HEALTH RESPONSE TEAM TRACKING</u>	POLICE COMMUNICATIONS SECTION
2. <u>CARRYING CONCEALED WEAPONS</u>	CITY SOLICITOR'S OFFICE
3. <u>DEPARTMENT ADVOCATE POSITION</u>	HUMAN RESOURCES
4. <u>CITIZEN SERVICE FEEDBACK PROGRAM</u>	PERSONNEL SECTION
5. <u>REVISION OF PROCEDURE 12.140, CANINE OPERATIONS, REVISION OF FORM 18C AND NEW FORM 18CD</u>	PLANNING SECTION
6. <u>REVISION OF PROCEDURE 12.400, INCIDENT REPORTING MISCELLANEOUS REPORTING</u>	PLANNING SECTION
7. <u>THANK YOU LETTERS</u>	CHIEF'S OFFICE
8. <u>COMMENDATIONS</u>	CHIEF'S OFFICE

1. MENTAL HEALTH RESPONSE TEAM TRACKING

Effective May 1, 2003, Patrol Administration and Police Communications Section (PCS) will begin a new method of tracking the use of Mental Health Response Team (MHRT) officers. To facilitate this process, it will be necessary for each district relief to add a space at the bottom of their lineup indicating the number of MHRT units working. Patrol Administration will compile this information into a database.

PCS will change the current Code 9 and Code 9V incident types to MHRT and MHRTV. PCS will continue to dispatch MHRT units to these incident types. If no MHRT unit is available in the effected district, PCS will dispatch an available MHRT unit from the nearest district.

2. CARRYING CONCEALED WEAPONS

In the case *Painter v. Robinson*, 185 F.3d 557 (6th Cir. 1999) the Court held that "in assessing probable cause to effect an arrest for carrying concealed weapons (CCW) the officer may not ignore information known to him which proves that the suspect is protected by an affirmative legal justification for his suspected actions."

The City Solicitor's office reminds officers making arrests for CCW that they must consider not charging an individual if they know that the subject has an "affirmative legal justification" to carry a weapon. [Attached](#) to these Staff Notes is a copy of 2923.12, Carrying Concealed Weapons.

3. DEPARTMENT ADVOCATE POSITION

Rodney Prince, Director of Human Resources, would like to announce that the City Manager has established a new Department Advocate position.

This classification was created to monitor and review the overall effectiveness, efficiency and fairness of discipline and corrective action taken across City departments. The Department Advocate will ensure consistent treatment, determine patterns of disparate treatment and apprise department heads on any action that appears to be unfair or inequitable. This position will not assume EEO or Employee Relations responsibilities. Issues falling under those jurisdictions will continue to be forwarded to the appropriate division.

Three employees have been assigned to represent the City in the Department Advocate role. Candis Givens, Senior HR Analyst/Human Resources Department will serve as the advocate for all non-uniformed employees, Anthony Carter, Lieutenant/Police Department will serve as the advocate for uniformed Police personnel and Will Jones, Firefighter/Fire Department will serve as the advocate for uniformed Fire personnel.

4. CITIZEN SERVICE FEEDBACK PROGRAM

The Citizen Service Feedback Program is designed to promote public response regarding the quality of service offered by our Police Department. It provides the citizen a convenient mechanism to share their experiences resulting from the many positive encounters that occur with members of our Department. [Attached](#) to these Staff Notes is an overview of the program for the first quarter of 2003.

5. REVISION OF PROCEDURE [12.140](#), CANINE OPERATIONS, REVISION OF FORM 18C AND NEW FORM 18CD

Procedure 12.140, Canine Operations, has been revised. As a result of the provisions contained in the Memorandum of Agreement between the United States Department of Justice and the City of Cincinnati, numerous revisions have been made throughout the procedure. In addition to the changes in canine deployment, the reporting process has also changed. The revised Form 18C will be completed by a supervisor in the event of a canine bite. For those incidents involving a canine deployment without a bite, the canine officer will fill out the new Form 18CD.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised Form 18C is available and can be used on the computer. The new Form 18CD is available on the computer, but is designed to be handwritten and completed in the field. The revised procedure is available on the Intranet and on the Department web page at www.cincinnati-oh.gov/pages/-282-/.

6. REVISION OF PROCEDURE 12.400, INCIDENT REPORTING, MISCELLANEOUS REPORTING

Procedure 12.400, Incident Reporting, Miscellaneous Reporting, has been revised. A change has been made in the investigation of domestic violence related abductions. District investigators will now investigate any abduction associated with a charge of domestic violence. These cases will no longer be assigned to the Criminal Investigation Section (CIS) for follow-up.

In cases involving both domestic violence and abduction, on-scene officers will ensure the appropriate complaints for abduction are signed. The district investigator will conduct a follow-up investigation according to Procedure 12.412, Domestic Violence.

A definition of "High Profile Criminal Investigation" has been added to the definition section on page 1. Additional instruction on when to notify CIS is included in the policy section and in section B.2.a.3) on page 8 of the procedure. Section H.1.b. has been added and advises that all High Profile Criminal Investigation incidents will be assigned to CIS.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page at www.cincinnati-oh.gov/pages/-282-/.

7. THANK YOU LETTERS

Attached to these Staff Notes are several thank you letters written to the Police Chief for the professionalism displayed by numerous officers in our Department.

COMMENDATION FOR THE WEEK OF 04/29/03-05/06/03

DISTRICT THREE

POLICE OFFICER ALICE McSHANE

POLICE OFFICER MICHAEL HARPER

On April 16, 2003, Police Officers Alice McShane and Michael Harper were on routine patrol when they observed a subject running southbound on Grand Avenue. Officers' McShane and Harper continued watching the individual until he was observed pulling something from his right pocket and trying to hide it on the ground next to a parked automobile. The suspect continued running after discarding the item. Officers' McShane and Harper stopped the individual for investigation. While detaining the individual, other District Three officers learned that Dean's Market, located at Grand and Westwood Avenues, had just been robbed at gunpoint. Officer's McShane and Harper realized that the subject they had stopped matched the description of the suspect in the Aggravated Robbery. They transported the subject to the scene of the robbery where the victim positively identified him as the suspect in the offense. A Ruger semi-automatic pistol was recovered on the ground by the parked automobile. Officer McShane and Officer Harper are to be commended for their diligent observation skills and self-initiated activity which led to the arrest of an individual for Aggravated Robbery. Their dedication to duty has resulted in the removal of an armed felon and a handgun from the streets of Cincinnati.

§ 2923.12 Carrying concealed weapons.

(A) No person shall knowingly carry or have, concealed on his or her person or concealed ready at hand, any deadly weapon or dangerous ordnance.

(B) This section does not apply to officers, agents, or employees of this or any other state or the United States, or to law enforcement officers, authorized to carry concealed weapons or dangerous ordnance, and acting within the scope of their duties.

(C) It is an affirmative defense to a charge under this section of carrying or having control of a weapon other than dangerous ordnance, that the actor was not otherwise prohibited by law from having the weapon, and that any of the following apply:

(1) The weapon was carried or kept ready at hand by the actor for defensive purposes, while the actor was engaged in or was going to or from the actor's lawful business or occupation, which business or occupation was of such character or was necessarily carried on in such manner or at such a time or place as to render the actor particularly susceptible to criminal attack, such as would justify a prudent person in going armed.

(2) The weapon was carried or kept ready at hand by the actor for defensive purposes, while the actor was engaged in a lawful activity and had reasonable cause to fear a criminal attack upon the actor or a member of the actor's family, or upon the actor's home, such as would justify a prudent person in going armed.

(3) The weapon was carried or kept ready at hand by the actor for any lawful purpose and while in the actor's own home.

(4) The weapon was being transported in a motor vehicle for any lawful purpose, and was not on the actor's person, and, if the weapon was a firearm, was carried in compliance with the applicable requirements of division (C) of section 2923.16 of the Revised Code.

(D) Whoever violates this section is guilty of carrying concealed weapons, a misdemeanor of the first degree. If the offender previously has been convicted of a violation of this section or of any offense of violence, if the weapon involved is a firearm that is either loaded or for which the offender has ammunition ready at hand, or if the weapon involved is dangerous ordnance, carrying concealed weapons is a felony of the fourth degree. If the weapon involved is a firearm and the violation of this section is committed at premises for which a D permit has been issued under Chapter 4303. of the Revised Code or if the offense is committed aboard an aircraft, or with purpose to carry a concealed weapon aboard an aircraft, regardless of the weapon involved, carrying concealed weapons is a felony of the third degree.

City of Cincinnati



Interdepartmental
Correspondence
Sheet

Date 4/17/03

To Colonel Thomas H. Streicher, Jr., Police Chief

From Thomas R. Ammann, Personnel Section Director

Copies to

Subject **CITIZEN SERVICE FEEDBACK PROGRAM**

The Citizen Service Feedback Program is designed to promote public response regarding the quality of service offered by our Police Department. It provides the citizen a convenient mechanism to share their experiences resulting from the many positive encounters that occur with members of our Department.

Below is the experience of this program for the first quarter of 2003:

<u>Feedback by Section</u>	<u>Received</u>
One	6
Two	6
Four	4
Five	6
Patrol Admin.	1
Planning	1
SSS	8
YSS	3

<u>Feedback by Type</u>	<u>Received</u>
Assist	12
Neighborhood Service	3
Radio Run	17

Feedback form Ratings

Excellent Service	31
Satisfactory Service	1

Definitions

Arrest	=	Officer made an arrest / unable to determine how initial contact was made
Assist	=	Helped a stalled motorist / gave information or directions to a citizen unable to determine how the initial contact was made
Neighborhood Service	=	Spoke at community meeting / assisted community group or community member in a neighborhood activity / assisted in improving community conditions in some manner
Radio Run	=	Responded to a call for service & handled the situation / made a positive impression
Report	=	Took a report in person or by phone and made a positive impression
Ride along	=	Spent time riding with a police officer and was a positive experience

Officers receiving service feedback forms from citizens Jan./Mar. 2003

Paul Byers Daniel Carder Lori Deardorf George Engleman Jerry Enneking Sgt. Jeff Gramke Paul Graves David Gregory Janet Green Kenneth Hall Capt. Stephen Luebbe	Jon Halusek Carrie Heuser Cary Jodice Eric Kaminsky Wm. Keuper Jerry Lathery Daniel O'Malley Tim Pappas Christopher Perry Kenneth Root Marcus Sherman	Andrea Smythe Sgt. Chris Taylor Gregory Toyneas Cassandra Tucker Robt. Uhlenbrock James VanSteelandt Harold Sturgeon Kenneth Vanderpool Colin Vaughn Stephen Villing Wesley Wilson, Jr.
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12.140 CANINE OPERATIONS

Reference:

Procedure 12.141 - Narcotic Detection Canines
Procedure 12.545 - Use of Force
Procedure 12.905 - Fingerprinting and Photographing
of Juveniles
Procedure 19.105 - Sick/Injured With Pay & Special
Leaves
Standards Manual - 1.3.6, 41.1.4

Purpose:

Familiarize Department personnel with canine operating procedure and policy that incorporate the handler-controlled alert curriculum, and ensure the best use of canine teams. This curriculum is implemented to prevent, through canine training and handler control over the canines, any bite except for those occurring under the circumstances specified in section A.3.e. below.

Educate Department supervisors on the appropriate uses of canine teams to ensure effective utilization and management in deployment situations.

Policy:

The primary use for Department canine teams is as a finding tool. Once a suspect is located, with limited exceptions, the handler will restrain the canine and summon sufficient personnel and equipment to make the apprehension. Force, including a canine, is never to be used against a compliant subject who is submitting to arrest.

Off-leash deployments, searches, and other instances where there is a significant risk of a canine bite to a suspect shall be limited to searches of commercial buildings or instances where the suspect is wanted for an offense of violence or is reasonably believed to have a weapon.

Patrol canine teams are normally assigned to such tasks and areas as directed by the Special Services Section Commander. Handlers will maintain control of the canine and be diligent to ensure the safety of the general public.

Except for training purposes, no teasing, petting, or feeding of the canines by police or civilian personnel is permitted without consent of the handler.

Information:

The Cincinnati Police Department utilizes three types of canine teams:

Patrol
Explosives Detection
Narcotic (Drug) Detection

Police dogs are not infallible. Their effectiveness depends largely upon the intelligent application of their capabilities. Police dogs react instinctively to situations. Anyone making a sudden or threatening move toward the dog or handler risks the chance of the dog engaging and causing injury.

Do not enter a search area before the canine team arrives. Police dogs can pick up the scent of a suspect for a reasonable time after he has fled, provided there is no contamination of the scene.

Canine teams will normally respond to all major crimes where their presence would aid in an arrest.

Canine teams are assigned to the Park Unit and are normally available 24 hours daily. In cases of emergency, when canine teams are not in the field, the shift OIC (officer in charge) may recall a canine team through Police Communications Section (PCS). PCS will recall by using a specific rotation schedule of canine teams.

District commanders may request canine teams for special or extended assignments through the Special Services Section Commander.

Procedure:**A. Use of the Patrol Canine:**

1. An on-duty Canine Unit supervisor must authorize a canine deployment (canine released from the car or announcement made that canine will soon be released). The supervisor in charge of the scene will make the decision to deploy a canine team if an on duty Canine Unit supervisor is unavailable.
 - a. The supervisor must respond to the scene.
 - b. The supervisor must consider all three of the following criteria, and ensure at least one of them is met, before authorizing an off leash canine deployment:
 - 1) Search of a commercial building;
 - 2) Suspect is wanted for a crime of violence; or
 - 3) Supervisor reasonably believes that suspect has a weapon.
2. On-duty canine teams may be requested to the scene by any unit believing canine assistance will be helpful, however, a supervisor (as defined above in A.1.) must authorize actual deployment of the canine. The approving supervisor shall not serve as a canine handler in the deployment.
3. The canine handler will:
 - a. Ensure the dog is secure in the police vehicle except when directly involved in a police function or the handler anticipates imminent use.
 - b. Canines will be kept on lead in areas where the public has access and contact is a probability, unless the animal is being used for a police purpose (see section A.1.b. above for off leash deployment requirements).

- c. Recommend to the on-scene supervisor the best tactical application and deployment of the dog.
- d. If the handler's SOP and the on-scene supervisor's interpretation of the best tactical application and deployment of the dog conflict, the on-scene supervisor will contact the Canine Squad Supervisor. If the Canine Squad Supervisor is not available, in the following order, contact:
 - 1) Park Unit Supervisor
 - 2) Park Unit Commander
 - 3) Special Services Section Commander
- e. Canine handlers will only allow their canines to engage a suspect by biting if the suspect poses a risk of imminent danger to the handler or others or is actively resisting or escaping. In the case of concealment, consistent with the use of force policy, handlers will not allow their canine to engage a suspect by biting if a lower level of force could reasonably be expected to control the suspect or allow for the apprehension. Imminent danger means a suspect is armed with a weapon or other instrumentality capable of producing significant bodily injury.
- f. In instances where a canine apprehends a suspect by biting, the handler will call the dog off at the first moment the canine can be safely released, taking into account that the average person will struggle if seized or confronted by a canine. Struggling alone will not preclude the release of the canine.

4. Tracking:

- a. All tracking is done with the canine on-leash. A Canine team may be used to conduct a track if the suspect is wanted for a felony, a crime of violence or is reasonably believed to be armed. Whenever a canine team is deployed for the purpose of performing a track, a loud and clear announcement will be made that a canine will be deployed and advising the suspect to surrender and remain still if approached by a canine, unless the supervisor authorizing the deployment reasonably believes that the suspect is armed and/or the verbal warnings will cause unnecessary danger to the officer(s) or others. If an announcement is made, the canine handler shall wait a sufficient interval between the announcement and deployment to allow the suspect to surrender.

B. Tracking guidelines

1. No one will follow the canine team on the track unless directed to do so by a supervisor.
2. Canines will not search for other animals.
3. In extreme cases, canine teams may search for lost or missing persons. Before authorizing the use of a canine team, the incident supervisor must weigh the urgency of locating the person with the risk of the person being engaged by the canine.

C. Building Searches

1. A canine team may be used to conduct a search of a commercial building. Whenever a canine team is deployed for the purpose of performing a commercial building search, a loud and clear announcement will be made that a canine will be deployed and advising the suspect to surrender and remain still if approached by a canine. The canine handler issuing the announcement shall wait a sufficient interval between the announcement and deployment to allow the suspect to surrender. If the building is large, the handler will repeat the loud and clear announcement as the search proceeds and the canine team reaches a different floor, or parts of the building where the initial announcement may not have been heard.

a. If a Breaking & Entering offense is discovered at a school, officers will investigate the nature and extent of the offense before requesting a canine unit. Many Breaking & Entering offenses at schools involve juveniles who engage in petty theft and/or vandalism. Conversely, some Breaking & Entering offenses occurring at schools are committed by adults intent on significant theft, such as computers and other valuable equipment.

1) Officers at the scene of a school-related Breaking & Entering offense will investigate to determine if the offense appears to be primarily theft-related or primarily vandalism-related.

2) Canine units will not be used to conduct a building search for vandalism-based Breaking & Entering offenses at schools. If reasonable suspicion exists that the offense is primarily theft-related, the canine unit may be used to conduct a Building Search, under the Building Search guidelines above.

3) If no reasonable suspicion exists to indicate whether a Breaking & Entering offense at a school is primarily theft-related or primarily vandalism-related, then canine units will not be used to conduct a building search.

b. Canine units will not be used to search a residence except in extraordinary circumstances.

1) The risk of innocent persons and pets being mistakenly engaged in a residence by the canine is too great.

c. Canine units will not be used to conduct a building search on a Place Found Open (PFO) unless reasonable suspicion of a Breaking & Entering offense is present. If so, a canine team may be used under the Building Search guidelines above.

D. Article Searches:

1. Canine teams can locate articles by alerting to the residual human scent adhering to the article.

2. Canine teams dispatched for evidence or property searches at a crime scene or incident will:

a. Meet with the on-scene supervisor and determine pertinent information regarding the property sought.

b. Make a loud and clear announcement that a canine will be deployed and advising any suspect or other person on the scene to surrender and remain still if approached by the canine. The canine handler shall wait a sufficient interval between the announcement and the deployment to allow anyone on the scene to surrender.

- c. Refrain from using the canine to search for evidence in areas that present a danger to the team, including drug searches when chances of the dog ingesting or inhaling narcotics are high.

E. Canine Bites:

1. Whenever a canine-related injury occurs, render immediate first aid to the injured person and immediately summon medical assistance from the Fire Department. Further medical attention needed will be handled by transportation to a hospital.
 - a. The handler will complete a Form 316 (Minor Accident/Aided Case/Mental Health Response Report) in all cases of injury from canines.
2. In the following order, the supervisor who authorized the deployment will notify one of the following supervisors, who will assume responsibility for the investigation:
 - a. The on-duty Canine Unit supervisor (if not involved in the deployment order);
 - b. The on-duty Park Unit supervisor; or
 - c. If the Canine Unit or Park Unit supervisor is not available, the on-scene supervisor will then become the investigating supervisor. If the on-scene supervisor ordered the deployment, then another on duty supervisor will be responsible for the investigation.
3. The investigating supervisor will thoroughly investigate and document the incident.
 - a. While still on the scene, one command officer will be notified using the following order:
 - 1) Special Services Section Commander
 - 2) District Commander

- 3) Night Chief if during the night hours
 - 4) Duty officer
- b. Photograph the injuries.
- 1) If photographs of juveniles are taken, the supervisor will follow Procedure 12.905, Fingerprinting and Photographing of Juveniles.
 - 2) Ensure a full body photograph of the arrested is taken along with pictures of the injury.
- c. Tape record statements from:
- 1) Arrestee
 - 2) Handler
 - 3) All witnesses who observed the apprehension.
- d. Complete a Form 652 (Release of Medical Record Information).
- 1) If the arrested refuses to sign the release, write "Refused" in the signature block.
 - 2) The original is sent to the hospital's medical records department and a copy is kept with the Form 18C (Use of Canine).
- e. Interview the treating physician about the extent of the injuries.
- 1) If the physician approves, tape record the interview.
 - 2) If the arrested is not treated before the end of the investigating supervisor's tour of duty, note "arrested still undergoing treatment" on the Form 18C.
- f. Prepare a Form 18C following Procedure 12.545, Use of Force.

g. The investigating supervisor will immediately fax the completed Form 18C to the following locations:

- 1) Patrol Bureau's Office
- 2) Police Chief's Office
- 3) Inspections Section

h. Forward all completed original forms, photos, and tapes to the Special Services Section for review.

F. Use of Canine Teams Outside City Limits:

1. The intended use of the canine team must follow Cincinnati Police Department guidelines.
2. Approval must be by a Department captain or higher.
 - a. If a captain or higher is not available, a Special Services Section supervisor may give authorization.
 - b. If a captain or higher or a Special Services Section supervisor is not available, obtain approval from the OIC of the nearest district.
3. The OIC, before giving approval, will check with PCS to ensure the requesting agency is on the mutual-aid agreement list.
4. Statutory limitations prohibit out of state requests for service.

G. Reporting

1. In addition to maintaining a complete list of canine bites (Form 18c), the Canine Unit will also document canine deployments and canine apprehensions (whenever a canine is deployed and plays a clear and well-documented role in the capture of a person.
2. On a monthly basis, the Canine Unit will calculate bite ratios (the number of bites divided by apprehensions) by Unit and by individual canine teams.

12.400 INCIDENT REPORTING, MISCELLANEOUS REPORTING

References:

Ohio Revised Code - 2901.01 Definitions
 Procedure 12.115 - Handling Wild/Exotic Animals,
 Vicious Dogs, and Animal Bite
 Reports
 Procedure 12.135 - Reporting False Alarms on a Form
 315
 Procedure 12.230 - Fatal Crash Investigation and
 Placement of Related Charges
 Procedure 12.315 - Investigation of Rape and Other
 Sexual Assault Offenses
 Procedure 12.403 - Victim of Crime Notification
 Procedure 12.405 - Closure of Offense Reports
 Procedure 12.412 - Domestic Violence
 Procedure 12.415 - Reporting and Classifying Assault
 Offenses
 Procedure 12.420 - Reporting Vehicle Thefts and
 Related Offenses
 Procedure 12.425 - Reporting and Classifying
 "Breaking and Entering" Offenses
 Procedure 12.430 - Endangering Children Offenses
 Procedure 12.615 - Deceased Persons/Prisoners
 Procedure 12.705 - Property Confiscation
 Procedure 12.910 - Missing Persons
 Ohio Uniform Incident Report Training Manual
 Standards Manual - 15.1.1, 41.2.6, 42.1.2, 42.1.3,
 42.1.4, 42.2.1, 82.1.5, 82.2.1,
 82.2.2, 82.2.3, 82.2.4, 82.2.5,
 82.3.5
 State Ex Rel Beacon Journal Publishing Company v
 Maurer, Sheriff, 91 OHIO ST.3rd
 54 (2001 Ohio)

Definitions:

High Profile Criminal Investigations are:

- Critical firearms discharges by police officer(s)
- A police officer uses force against a person and that person is admitted to a hospital
- A person fires a shot at a police officer
- A police officer is killed or gravely injured
- Any other investigation as identified by the Police Chief

Incident reports are: Form 301, Incident Report, Form 301VVS, Victim/ Vehicle Supplement, Form 301PS, Property Supplement, Form 301AS, Arrest Supplement, Form 303, Motor Vehicle Incident Report, and Form 304, Missing Report.

Confidential Investigative Notes are: Form 311G, Confidential Investigative Notes - General, Form 311S, Confidential Investigative Notes - Suspects, Form 311N, Confidential Investigative Notes - Narrative, and Form 311DV, Confidential Investigative Notes - Domestic Violence.

Purpose:

Establish Department guidelines governing the collection and preservation of facts and actions taken in the investigation of crimes and incidents.

Promote uniformity and standardization in reporting.

Policy:

Officers will conduct a preliminary investigation when called to the scene of an incident. They will record all facts and actions fairly and impartially. They will provide the requested police service, and complete an accurate and thorough report. Reports for serious offenses will be submitted immediately. All other offense reports will be submitted before the completion of their shift.

Supervisors will respond on all felony offenses of violence as defined in section 2901.01 of the Ohio Revised Code. Supervisors will respond to all sexual assault offenses. They will ensure a proper preliminary investigation is conducted.

Criminal Investigation Section (CIS) will maintain staff authority over and respond to all High Profile Criminal Investigations. CIS will also have authority over any other investigation as directed by the Police Chief. Upon identification of a High Profile Criminal Investigation, a supervisor will contact the CIS desk to initiate their High Profile Criminal Investigation Standard Operating Procedure (SOP). This policy does not preclude the use of other investigative unit personnel.

Procedure:**A. Reporting Incidents (Completion of Reports)**

1. Print all information contained in the report with a blue or black ink, ballpoint pen. Make sure all three copies are legible.
 - a. Spell all names in full; last, first, and middle.
 - b. Business names consist of two names (Kroger Company).
 - c. Record sex as; M-Male, F-Female, or U-Unknown.
 - d. The race description must be consistent with the following federal requirements and used on all official Police Department reports:
 - 1) W - White
 - 2) B - Black
 - 3) I - American Indian or Alaskan Native
 - 4) A - Asian
 - 5) U - Unknown, not described above
2. Place of occurrence and/or street address must consist of the following:
 - a. Street number - If intersection, use number closest to corner (Example: If on Vine St. at Third, N.E. corner, use 300 Vine St.)
 - b. Street prefix - When applicable: North - N, South - S, East - E, and West - W
 - c. Street name - printed in full and correctly spelled
 - d. Street suffix - will consist of one of the following:

STREET DESIGNATOR CODE LIST

<u>DESIGNATOR</u>	<u>CODE</u>	<u>DESIGNATOR</u>	<u>CODE</u>
Alley	AL	Highway	HW
Avenue	AV	Lane	LN
Boulevard	BV	Park	PK
Bridge	BR	Parkway	PY
Circle	CR	Pike	PI
Court	CT	Place	PL
Drive	DR	Road	RD
Expressway	EX	Square	SQ
Street	ST	Viaduct	VI
Terrace	TE	View	VW
Trail	TL	Way	WY

e. City

f. State

g. Zip Code

3. Reporting area

- a. Do not enter a reporting area on any Police Department report. The reporting area is assigned when the location of the offense or incident is entered in the computerized system.

4. Ohio Revised Code (ORC) section number

- a. Unless designated otherwise, all Department offense reports will reflect the appropriate ORC section number following the type of offense. These section numbers serve as codes to separate from ORC statistics.

- b. The following offenses are exceptions which require further coding. For reporting purposes only, use the additional indicated letters as a suffix to the ORC section number.

- 1) Patient Abuse - 2903.34PA
- 2) Gross Patient Neglect - 2903.34GPN
- 3) Patient Neglect - 2903.34PN
- 4) Grand Theft - 2913.02G
- 5) Petty Theft - 2913.02P
- 6) License Plate Theft - 2913.02L
- 7) Recovered Stolen License Plate(s) - 2913.02LR
- 8) Vehicle Theft - 2913.02V
- 9) Recovered Stolen Vehicle - 2913.02VR
- 10) Unauthorized Use of a Vehicle - 2913.03V
- 11) Unauthorized Use of a Vehicle Recovery - 2913.03VR
- 12) Vehicle Defrauding a Livery or Hostelry - 2913.41V
- 13) Vehicle Defrauding a Livery or Hostelry Recovery - 2913.41VR

5. Distribution of Crime Victims Pamphlet

- a. When an offense report is made, Department personnel will provide the victim, his family, or dependents one copy of the "Information for Crime Victims" pamphlet and other information as described in ORC Chapter 2930.
- 1) Refer to Procedure 12.403, Victim of Crime Notification, for notification of a victim of crime.

6. Confidential Investigative Notes

- a. Complete a Form 311G for every offense, except station reports and arrests. Report witnesses' names, addresses, and telephone numbers on this Form. Also complete Forms 311S, 311N and 311DV when appropriate.
- b. On offenses involving an individual and/or business requesting the dollar amount taken not be publicized, include the amount on the Form 311G, rather than on the Form 301. Use this option sparingly and only in unusual cases where the complainant is reluctant to reveal the amount taken.
- c. Enter "undetermined amount of US currency" on the Form 301PS, Property Supplement, in the "Property" section.

7. Incomplete reports

- a. Mark reports taken in the field which require information not available at the time of the report "incomplete." The assigned investigator is responsible for completing the original report and executing any necessary additional reports.

B. General Rules for Offense Reporting

1. Number of Offense Reports

- a. Make a report for each incident.

- 1) An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place, against one or more victims.

The concept of acting in concert provides that the offenders actually commit or assist in the commission of the crime or crimes. The offenders must be aware of, and consent to, the commission of the crime(s); or even if non-consenting; their actions assist in the commission of the offense(s).

The concept of same time and place provides: that if more than one offense was committed by the same person or group of persons and the time and place intervals surrounding them were insignificant, all of the crimes make up a single incident.

- a) Example: Five persons are robbed at gunpoint. One of the five is fatally shot.
 - 1] Prepare a Form 301 with 5 victims.
 - 2] In the Offense Section list all offenses committed.
 - 3] Link the offense with victim in Victim/Offense link box.
 - 4] Explain in the Narrative section the facts of each offense and how it relates to each victim
- b. A vehicle is stolen during a Robbery, Burglary, or Breaking and Entering, Refer to Procedure 12.420. This report gets an offense number.
 - 1) Prepare a Form 303.
 - 2) List all offenses.
 - 3) Explain in Narrative.
- c. When burglary or breaking and entering offenses involve multiple units, at same time, carrying same address, prepare one Form 301 with appropriate number of victims.
- d. Report a number of thefts from a single victim, committed at the same place by the same person over an indefinite period, as one offense. List approximate dates of first and last known theft.

- e. Report multiple parking meters or newspaper racks broken into in the same vicinity, same street, and at about the same time on one offense report, provided the owner and district, are all the same. The collator will issue one offense number for each incident.

2. Reporting responsibility

- a. Generally, the district of occurrence is responsible for the report. However, if the complainant responds to another district, section, or unit that district, section or unit will make the report.

EXCEPTION: Homicide supervisors will complete homicide and high profile criminal offense reports.

- 1) Immediately forward all copies of the report to the district of occurrence. Do not assign an offense number.
- 2) Notify a district supervisor for serious offenses requiring immediate follow up.
 - a) If the offense occurred in another district, a supervisor from the district where the offense was reported will notify a supervisor from the district of occurrence for immediate follow up.
 - b) Record the notification in the "Remarks" section of the report.
- 3) Immediately notify the CIS desk to initiate the High Profile Criminal Investigation SOP when necessary.
- b. Two or more districts involved in a crime or series of crimes:
 - 1) In a single or multiple crime situations, the district in which the most serious first ORC overt criminal act occurs prepares and carries the offense(s).

- c. Criminal acts involving Cincinnati and other jurisdictions:
 - 1) The district of occurrence will prepare offense reports for Cincinnati offenses including details of crimes committed in other jurisdictions.
- d. When the district of occurrence is unknown, but is believed to be within the Cincinnati city limits, use the address of the reporting district and note in the "Remarks" section of the report the location where the offense occurred is unknown.
 - 1) Carry the offense report in the resident district of the complainant.
 - 2) If the complainant is not a Cincinnati resident, carry the report in the district where the offense was reported.
- 3. Use of language on Department reports
 - a. Whenever profanity or obscene remarks are used in the commission of an offense, record the actual language on the report.
- 4. Offenses involving city property
 - a. List the complainant as the city department assigned the property.
 - b. If the property belongs to another city entity such as the Board of Education, list the name of the school as the "Complainant".
- 5. Lost property
 - a. If the property can be readily identified by a serial number, prepare a Form 301.

1) The use of serial numbers for reporting lost and/or stolen property includes the owner's social security number. The social security number is entered in the computer as an owner applied number (OAN).

2) If not identifiable, complete a Form 317, General Conditions Report.

b. Prepare a Form 301 if the value of lost property exceeds \$500.00.

c. Refer to Procedure 12.420 to determine what articles are reported on a Form 301.

6. Property values

a. A monetary value is not necessary for blank checks, blank operator's licenses, blank auto titles, etc. These are grand thefts.

b. Shoplifted items - list the value given by the complainant.

c. Use the fair market value of articles, which are subject to depreciation.

d. Use the victim's evaluation of items, such as jewelry, watches, and other articles, which decrease in value slightly or not at all.

e. Use the replacement cost or the actual cost to the victim for new or almost new items, money orders with cash value but no name, etc.

f. List the replacement value given by the complainant of heirlooms, collector's items, antiques, museum pieces, etc.

g. The investigating officer will use good judgment and discuss with the complainant values, which appear to be inflated.

7. Unusual Occurrences and Attempt

a. Incident Reports

1) Prepare a Form 301 to record unusual occurrences, which, in the judgment of a supervisor, have no applicable ORC statute. Follow-up investigation may be appropriate.

a) In Administration Section of report, check the Incident (no-criminal block).

b. Attempt: 2923.02

1) Prepare a Form 301 to report attempts to commit a violation of any ORC statute listed in this procedure. In the Offense Section place an "A" (attempt) in the A/C block.

2) For reporting purposes, the ORC section number will be for the offense that was attempted or as designated. Do not list the attempt section (2923.02) on any offense report.

8. Robbery/Burglary of Controlled Substance from Registrant

a. Controlled Substance Registrant Protection Act of 1984 Amends Title 18 of the U.S. Code by Creating new Section 2118:

1) A federal felony has been committed if a controlled substance registrant (pharmacist, physician, drug wholesaler, researcher, or manufacturer) is the victim of a robbery or burglary, and any one of the following elements is present:

a) The value of the drugs exceeds \$500.00.

b) The crime involves interstate activity.

- c) A person is killed or seriously injured as a result of the crime.
 - 2) Section 2118 requires the local law enforcement agency to conduct the preliminary investigation and to notify the FBI if this section has been violated.
 - a) The collator of the reporting district will ensure the FBI is notified in these instances.
 - b) In cases of dual federal and state jurisdiction, the FBI will investigate or otherwise assist local law enforcement agencies in the investigation
9. Reports requiring further investigation by the Criminal Investigation Section (CIS).
- a. All district supervisors will ensure CIS is notified as soon as possible regarding offense reports requiring further investigation by CIS.
 - b. Mark in the appropriate block who was notified.

EXCEPTION: If the offense is reported outside the working hours of Personal Crimes Unit personnel the district making the report will notify the Personal Crimes Unit (PCU) at 0800 hours the next day. If the shift supervisor determines the PCU should respond immediately to the scene, make the request through CIS and its recall procedure.

10. Completing Forms 316 and 317

- a. The first officer on the scene will complete a Form 316, Minor Accident/Aided Case/Mental Health Response Report, a Form 316A, Deceased Person Report or a Form 317, General Conditions Report when necessary.
 - 1) Notify the Homicide Unit immediately if the deceased is either a:
 - a) Suicide or suspected suicide victim
 - b) Child seven years of age or under

C. Submission of completed reports

- 1. Incident Reports and Confidential Investigative Notes will be submitted separately to the supervisor.

D. Supervisors Responsibility

- 1. Check each offense report for:
 - a. Correctness
 - b. Legibility
 - c. Completeness of information
- 2. Sign the reports indicating approval.
 - a. The supervisor will forward the reports separately to the district collator for assignment of an offense number.
 - b. Return unapproved reports to the officer for correction or revision

E. Offense Report Numbers - Processing by the Collator

- 1. Each district uses a separate block of offense report numbers, which are assigned by the collator.

- a. Each offense number has a total of 8 numeric and alpha characters. The first character is the district number. The next two numbers are the last two numbers of the current year. The next five numbers are the offense number.
 2. The collator will maintain reports in separate files.
 - a. 301 Incident Reports are public record.
 - b. 311 Confidential Investigative Notes are not public record
 3. District collators will prepare a spreadsheet report on the first of each month, listing all cases assigned to CIS. Send the spreadsheet to CIS via department mail.
 - a. CIS will return the spreadsheets to the district collators with dispositions or the officer assigned for listed cases.
- F. Additions and Corrections
1. Handle additions or corrections to original offense reports and offense reports returned to units for changes as follows:
 - a. Use the original report number.
 - b. Check the supplement or correction block at top of report.
 - c. Complete the first 3 lines in the Victim field.
 - d. Make necessary corrections or additions.
 - 1) Do not unfind or close original report and make a new report.
 - e. In the "Report Date/Time" block, print the date the addition or correction is made.

1) If after a given calendar month the title of the offense on the report is changed, e.g., assault to robbery, make the standard correction and forward it to the Records Unit, quality control supervisor.

a) Do not unfiled or close original report and make a new report.

f. In the "Reporting Officer" block, print the name of the officer making the correction or addition.

g. Under "Narrative," clearly state the additions or corrections:

Examples: Correction is to change name of complainant from Ed Brown to Charles Smith. Addition is stolen bicycle valued at \$100. Correction is total value changed from \$140 to \$240.

2. The collator will make the necessary computer corrections.

G. Routing Offense and Other Reports

1. District collators will route copies of reports via computer terminal and mail as needed. The following is a list of reports distributed to various sections/units of the Police Department and other City Departments:

a. Form 301 - General Use

1) Original to Records Section (after coding and computer entry)

2) Copy for district files.

3) Send copies of all aggravated robbery/ robbery of financial institutions, robbery, aggravated burglary, burglary, breaking and entering, patient abuse, kidnapping, attempt kidnapping, abduction, and attempt abduction to CIS via mail.

- 4) Send a copy of any theft report including attempts in which a form of deception was used, Pigeon Drop, Bank Examiner Scheme, 3 Card Monte, etc., to CIS via computer terminal and mail.
 - 5) Send a copy of rapes, all sex related crimes including public indecency, interference with custody, endangering children, unlawful sexual contact with a minor, and child enticement to PCU. Report any crime occurring on any school grounds, or any offense with a juvenile as the complainant, attempts included, to Personal Crimes Unit via computer terminal and mail. Route offense reports of any crimes occurring on school grounds to Youth Services Section via interdepartmental mail.
 - 6) Send a copy of any offense occurring on liquor permit premises to the General Vice Enforcement Unit via computer terminal and mail.
 - 7) When the words "drug" or "narcotic" appear on an offense report, a copy by computer is sent to terminals "CVCS" and "OPS2" (Street Corner Unit).
 - 8) Send a copy of any offense involving known or suspected gang members, or when the word "gang" appears on an offense report to the Intelligence Unit.
 - 9) Send a copy of any report of an incident occurring on city park property to the Park Unit.
- b. Reports pertaining to homicides, deaths, etc.
- 1) Original to Records Section after coding and computer entry
 - 2) Copy for district files
 - 3) Copy to CIS by mail

- 4) Copy to affected district by the Traffic Unit via mail if aggravated vehicular homicide or vehicular homicide.
 - 5) Copy to General Vice Enforcement Unit of any offense occurring on liquor permit premises via computer terminal and mail.
- c. Offense reports pertaining to vehicle thefts, recoveries, etc.
- 1) Original to Records Section after coding and computer entry
 - 2) Copy for district files
 - 3) Copy to CIS via computer terminal and mail
 - 4) Copy of auto recovery or recovered license plates to the district of theft occurrence
- d. Form 304, Missing Report
- 1) Original to Records Section after coding and computer entry
 - 2) Copy for district files
 - 3) Copy to the Personal Crimes Unit via computer terminal and mail
 - a) Personal Crimes Unit will forward a copy of missings not located within 30 days to the Coroner's Office.
- e. Form 313, Firearm Report
- 1) File the white (original) and canary copy at the reporting unit.
 - 2) Attach remaining copies to the firearm.
 - 3) CIS will retrieve the pink copy from the Court Property Unit.
- f. Form 316, Minor Accident/Aided Case/Mental Health Response Report

- 1) Original and one copy for district files
 - 2) Copy of all animal bites to City Health Department
- g. Form 316A, Deceased Person Report
- 1) Original and one copy for district files
 - 2) Copy of found dead and suicides to CIS
 - 3) Copy of unidentified found dead/suicides to PCU
- h. Form 301 When Used For Incidents
- 1) Original and one copy for district files
- i. Form 317, General Condition Report
- 1) Original and one copy for district files
 - 2) Prepare a Form 317 for property damage incidents in which no criminal intent is evident.
 - a) Prepare a Form 317 indicating all pertinent facts of the incident if the property is damaged due to police action.
- j. Form 558, Cincinnati Police Department Financial Crimes Complaint
- 1) Retain the Form 558 in the district files. The district collator will assign an eight digit tracking number that will contain the district of offense, incident number for that district, and the year of the offense. For example (03-0001-02)
 - 2) The district collator will send a control copy to the CIS/Financial Crimes Squad.

H. Reporting and Follow-up Investigation:
Assignment and Responsibility

INVESTIGATION ASSIGNMENT LEGEND:

Patrol Bureau Traffic Unit	(PBT)
Patrol Bureau Shifts	(PBS)
Patrol Bureau Civilian Clothes	(PBC)
Criminal Investigation Section	(CIS)

1. Assign offense reports having the necessary case assignment criteria for follow up investigation and closure by designated units.

a. An offense report listing two or more offenses will be assigned for investigation based on the highest degree offense against a person. If there is a significant change in time, location, or events during the incident the offenses may be assigned separately.

b. Assign incident reports involving High Profile Criminal Investigations to CIS, regardless of the offense or potential offense.

2. Prepare a Form 301 for the following offenses and attempted offenses:

2903.01	Aggravated Murder/Attempt Aggravated Murder	(CIS)
2903.02	Murder/Attempt Murder	(CIS)
2903.03	Voluntary Manslaughter	(CIS)
2903.04	Involuntary Manslaughter	(CIS)
2903.041	Reckless Homicide	(CIS)
2903.05	Negligent Homicide	(CIS)
2919.13	Abortion Manslaughter	(CIS)

NOTE: Refer to Procedure 12.615, Deceased Persons/Prisoners, when preparing a Form 301 for the above offenses.

2903.06 Aggravated Vehicular Homicide; (PBT)
Vehicular Homicide

2903.06A Vehicular Death (PBT)

NOTE: When a person kills only himself by means of a motor vehicle, motorcycle, snowmobile, locomotive, watercraft, or aircraft, list the term "Vehicular Death" on the Cincinnati Police Department Incident Report. For reporting purposes, use ORC Section 2903.06A.

Prepare a Form 301 for all deaths occurring as a result of traffic crashes.

2903.08 Aggravated Vehicular Assault/ (PBT)
Vehicular Assault

NOTE: Refer to Procedure 12.230, Fatal Crash Investigation and Placement of Related Charges when using 2903.06, 2903.06A, and 2903.08.

2903.1 Felonious Assault (PBC)
If victim is hospitalized
and death appears imminent (CIS)

2903.12 Aggravated Assault (PBC)
If victim is hospitalized
and death appears imminent (CIS)

2903.13 Assault (PBS)
If suspect is out of town or
unusual circumstances exist (PBC)

NOTE: Refer to Procedure
12.415, Reporting and Classifying
Assault Offenses, for completing
an assault report on a law
enforcement officer

2903.14 Negligent Assault (PBS)

2903.16 Failing to Provide for Functionally
Impaired (PBC)

2903.211 Menacing By Stalking (PBC)

2903.22 Menacing (PBS)

2903.21	Hazing	(PBC)
2903.34PA	Patient Abuse (felony)	(CIS)
2903.34PN	Patient Neglect (misdemeanor)	(PBC)
2903.34GPN	Gross Patient Neglect (misdemeanor)	(PBC)
2905.01	Kidnapping	(CIS)
2905.02	Abduction	
	All cases except Domestic Violence	(CIS)
	Domestic Violence Abductions	(PBC)
2905.03	Unlawful Restraint	(PBC)
2905.04	Child Stealing	(CIS)
2905.05	Criminal Child Enticement	(CIS)
2905.11	Extortion	(CIS)
2905.12	Coercion	(CIS)
2907.02	Rape	(CIS)
2907.03	Sexual Battery	(CIS)
2907.04	Unlawful Sexual Conduct w/ Minor	(CIS)
2907.05	Gross Sexual Imposition	
	Age 18 years and older	(PBC)
	Age 17 years and younger	(CIS)
2907.06	Sexual Imposition	
	Age 18 years and older	(PBC)
	Age 17 years and younger	(CIS)
2907.07	Importuning	(PBC)
2907.08	Voyeurism	(PBC)
2907.09	Public Indecency	(PBC)
2909.04	Disrupting Public Service	(PBC)
2909.05	Vandalism	(PBC)
2909.06	Criminal Damaging or Endangering	(PBS)
2909.07	Criminal Mischief	(PBS)

2909.07	Endangering Aircraft or Airport Operations	(PBC)
2911.01	Aggravated Robbery All cases except financial institutions	(PBC)
	Financial Institution Aggravated Robbery	(CIS)
2911.02	Robbery All cases except financial institutions	(PBC)
	Financial Institution Robbery	(CIS)
2911.11	Aggravated Burglary	(PBC)
2911.12	Burglary	(PBC)
2911.13	Breaking and Entering	(PBC)
NOTE:	When a robbery or burglary offense involves a controlled substance, refer to Number 8 on Page 11 of this procedure	
2911.211	Aggravated Trespass	(PBC)
2911.31	Safecracking	(PBC)
2911.32	Tampering with Coin Machines	(PBC)
2913.02G	Theft, Grand	(PBS)
	If unusual circumstances	(PBC)
2913.02P	Theft, Petty	(PBS)
	If unusual circumstances	(PBC)
	License plate validation Stickers	(PBC)
	For license plates and vehicle thefts, refer to Section 3. on Page 26 of this procedure.	
a.	The word "Grand" or "Petty" will precede the word "Theft" on theft offenses. Record the type of theft in Larceny Type Block.	
2913.04	Unauthorized Use of Property	(PBC)
2913.05	Telecommunications Fraud	(PBC)

2913.11 Passing Bad Checks
 2913.31 Forgery
 2913.32 Criminal Simulation
 2913.21 Misuse of Credit Card
 2913.49 Identity Theft

a. Officers are required to complete a Form 558 for the above listed offenses (2913.11, 2913.31, 2913.32, 2913.21, 2913.49).

1) Amount of loss is \$2500.00 or less (PBC)

2) Amount of loss is greater than \$2500.00 (CIS)

2913.33 Making or Using Slugs (PBC)

2913.41 Defrauding a Livery or Hostelry (Non-Vehicular) (PBC)

a. A breach of a rental agreement is a civil matter unless you can show criminal intent. Criminal intent can be inferred if the suspect provides a false name and address at the time of the rental or moves during the rental period without leaving a forwarding address.

b. If criminal intent is established, an offense report should be made and a warrant referral issued. If no criminal intent can be established, the complainant should be advised to seek civil redress.

2913.41V Defrauding a Livery or Hostelry (Vehicular) (PBC)

a. Prepare a Form 301 in those cases where the vehicle has been returned to the owner. Otherwise refer to Procedure 12.420, Reporting Vehicle Thefts and Related Offenses.

***Report violations of the following statutes on a Form 301: 2913.02 (Theft), 2913.04 (Unauthorized Use of Property), and 2913.41 (Defrauding a Livery or Hostelry). If applicable, include all serial numbers, vehicle identification numbers, etc., on the items listed below for entry into NCIC stolen property files:

Sailboat
 Rowboat
 Pickup camper (out of truck)
 Jack lift.
 Farm machinery not designed to carry the operator
 Riding lawn mowers (no serial number)
 Riding lawn mowers with serial numbers
 (Report on Form 303)

NOTE: Refer to Procedure 12.420 for those articles to be reported on a Form 303.

2913.44 Personating an Officer (PBC)

2917.21 Telecommunications Harassment (PBC)

2917.31 Inducing Panic (PBC)

a. Bomb Threats - Insert "Bomb Threat" in parentheses when evacuation occurs.

2917.32 Making False Alarms (PBC)

a. Bomb Threats - Insert "Bomb Threat" in parentheses when no evacuation occurs.

b. Prepare a Form 301 for any false fire alarms when an arrest is made or a suspect known.

1) Complainant is Fire Department.

2) Complainant's address is 430 Central Avenue.

3) Reporting person is the Fire Department officer in charge (OIC) at the scene. The OIC's address is the fire company where assigned.

4) List how the alarm was given in the "Remarks" section: telephone, etc.

2919.13	Abortion Manslaughter	(CIS)
2919.22B	Endangering Children	(CIS)
2919.23	Interference with Custody	(CIS)
2919.25	Domestic Violence	(PBC)
2919.27	Violating Protection Order or Consent Agreement	(PBC)
2921.02	Bribery	(CIS)
2921.03	Intimidation *Will be investigated by the investigator assigned the original offense or incident.	(*)
2921.04	Intimidation of Crime Victim or Witness *Will be investigated by the investigator assigned the original offense or incident.	(*)
2921.05	Retaliation. *Will be investigated by the investigator assigned the original offense or incident.	(*)
2921.51	Impersonating a Peace Officer or Private Policeman	(CIS)
2923.161	Discharging a Firearm at Habitation or School	(PBC)
2927.12AM	Ethnic Intimidation/ Aggravated Menacing	(PBC)
2927.12M	Ethnic Intimidation/ Menacing	(PBC)
2927.12CM	Ethnic Intimidation/ Criminal Mischief	(PBC)
2927.12CD	Ethnic Intimidation/ Criminal Damaging	(PBC)
2927.12TH	Ethnic Intimidation/ Telephone Harassment	(PBC)

3. Prepare a Form 303 for the following offenses/instances:

2913.02V Theft-Stolen Vehicles (PBC)

- a. Investigated by civilian clothes personnel in the district where the theft occurred.

2913.02VR Recovered Stolen Vehicle (PBC)

- a. Investigated by CC personnel in the district where the theft occurred

2913.02L Theft - Stolen License Plate(s) (including expired plates) (PBC)

2913.02LR Recovered Stolen License Plate(s) (PBC)

2913.03V Unauthorized Use of a Vehicle (PBC)

2913.03VR Unauthorized Use of a Vehicle Recovery (PBC)

2913.41V Vehicular Defrauding of a Livery or Hostelry (PBC)

2913.41VR Vehicular Defrauding of a Livery or Hostelry Recovery (PBC)

NOTE: The district collator will enter on the report a monetary value for stolen and recovered vehicles. The value of a vehicle is determined by using the internet at the following sites: <http://www.kbb.com/>, the Kelly Blue Book home page or <http://www.nadaguides.com/>, the NADA guidebook home page. To ensure the recovery value is consistent with the reported value, the recovery district collator must contact the district collator where the larceny occurred.

4. Offenses investigated at the district level will be processed as outlined in the Incident Report Flow Chart on Page 29.

I. Case Closure Audit

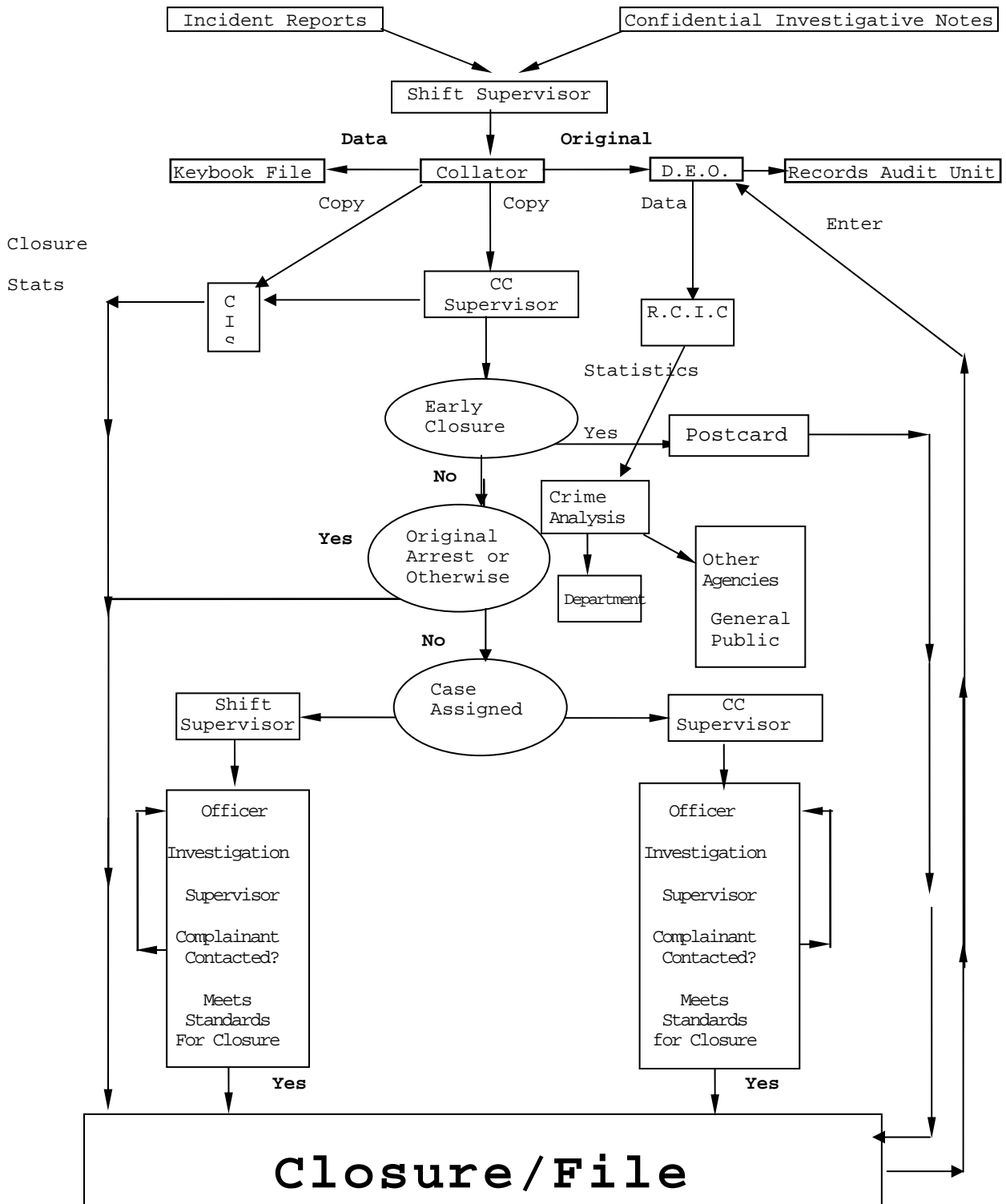
1. On a monthly basis, the district commander will conduct a random audit of cases closed by both investigative and uniformed personnel. Early closures will not be included in this audit.
 - a. This audit will include:
 - 1) A ten percent sample of inactive closures
 - 2) A ten- percent sample of otherwise closures
 - 3) A ten percent sample of unfounded closures
 - b. A district supervisor not assigned to the Investigative Unit will conduct this audit.
 - 1) The auditing supervisor will personally contact the complainant to ensure the closure is proper and notice of the closure was supplied to the complainant by the investigating officer.
 - c. The district commander will ensure a monthly report of the case closure audit is forwarded to him for review and action needed.
 - d. District commanders will ensure quarterly reports are biannually compiled and forwarded to the Patrol Bureau Commander (first or second quarter submitted during July, third or fourth quarter submitted during January).

J. Investigation Requests from Other Law Enforcement Agencies

1. CIS will monitor and control investigative requests from law enforcement agencies outside the Cincinnati Police Department.

- a. Document and forward all extensive investigative requests received from law enforcement agencies outside the Cincinnati Police Department to CIS.
 - 1) CIS will assign the request within the Police Department.
 - 2) The district, section, or unit receiving the request will conduct the follow-up investigation, provide the requested assistance, if possible, and contact the out-of-town agency advising them of the investigative results.
 - 3) Forward a Form 311, Cincinnati Police Department Incident Closure Report to the CIS Commander. The Form 311 will contain the case disposition and state the out-of-town agency has been contacted and advised.
 - 4) Affected districts will handle routine requests for assistance from adjoining police agencies.

INCIDENT REPORT FLOW CHART



Walnut Hills Area Council

P.O. Box 6497 Cincinnati, Ohio 45206

www.WHACouncil.org

Kathy Atkinson, WHAC President

April 8, 2003

Captain Schmoltz, Police Captain
District 4 Cincinnati Police Department
4150 Reading Road
Cincinnati, Ohio 45229

Dear Captain Schmoltz,

On behalf of our Walnut Hills residents and our Walnut Hills Area Council, we wish to thank you and your professional staff of officers and administrators for your fine service throughout the Walnut Hills Community. We all know that nothing in this life is "perfect", but our community is very fortunate to have officers from District 4 serving our community. Please know that we stand in support of your efforts and it is our hope that this short note of thanks will encourage yours and our police department.

Sincerely yours,



The Walnut Hills Area Council

Clarence M. Taylor, WHAC Corresponding Secretary

Visit our Website:
www.downtowncincinnati.com



617 Vine Street
Suite 1200
Cincinnati, Ohio 45202

Phone 513 421 4440
Fax 513 562 8722

D o w n t o w n C i n c i n n a t i I n c .

April 10, 2003

Chief Thomas Streicher
Chief of Police
City of Cincinnati
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher:

This letter is to thank the Cincinnati Police Department and commend the good work of Capt. James Whalen, Lt. Doug Wiesman, Sgt. Christopher Ruehmer, Police Specialist Patrick Murray and Officer Michael Amman. These officers, led by Capt. Whalen in cooperation with the Cincinnati Fire Department, presented an outstanding seminar about emergency preparedness to a group of 45 key downtown stakeholders.

As you may recall, you suggested this meeting be convened at the Downtown Cincinnati Inc. (DCI) Executive Committee you attended recently. Originally we invited a Task Force of about 13 hotel and large building managers. The response to the meeting was so strong that we had to relocate the meeting to a larger venue.

The presentation made by Capt. Whalen and his team was very informative and generated many very good questions. The demonstration by the canine unit was very impressive and provided stakeholders with a greater sense of the "tools" used by the Police Department.

On behalf of the board, staff and stakeholders of DCI, I thank you again for being a great partner and for the dangerous and important work you do for us every day. It is truly appreciated.

Best regards,

David N. Ginsburg
President & CEO

cc: Charlie Luken, Mayor of Cincinnati
Valerie Lemmie, City Manager



Department of Public Safety
University of Cincinnati
PO Box 210215
Cincinnati OH 45221-0215
Three Edwards Center
51 West Corry Boulevard
Phone (513) 556-4900
Fax (513) 556-4940

April 10, 2003

Colonel Thomas Streicher
310 Ezzard Charles Dr.
Cincinnati, OH 45214

Colonel Streicher, *Tom*

I would like to extend my appreciation to you for the assistance your Explosives Detection K-9 Unit provided to the University of Cincinnati during the Women's NCAA Basketball tournament this past week. Specialist Greg Ventre, P.O. Mike Ammann, and P.O. Patrick Murray were extremely helpful to our efforts to ensure a safe event. We received several compliments from both our officers and the visiting teams on their professionalism.

Without their assistance we would not have been able to host this tournament with such peace of mind, particularly given the world situation. I realize the impact such assistance has on your normal operations, and am grateful that you are willing to go to such lengths to support another agency. Should there be any way in which I can return the favor, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read 'E. Ferrara'.

Eugene Ferrara
Associate Vice President
Director of Public Safety

cc: Capt. Jeff Corcoran

April 17, 2003

Chief Tom Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher:

My name is Keith Duncan and I am a student at Northern Kentucky University, majoring in criminal justice. On Friday, April 4, 2003, I was given the opportunity to participate in the civilian observer ride program (CORP) with district two on the late power shift. Officer Mark Stromberg was the officer who instructed me during this (CORP).

I would like to take this opportunity to thank you Chief Streicher for having such an informative program for college students to participate in. I would also like to note that Officer Mark Stromberg was professional and informative of the question I had during the (CORP). I felt he represented the Cincinnati Police Department in a positive and professional manner.

I obtained valuable insight into the workings of the Cincinnati Police Department and feel fortunate to have done so. Again, thanks for having such an educational program.

Sincerely,

Keith Duncan

Keith Duncan
185 E. McKinley Street
South Lebanon, OH 45065
(513) 494-2368

cc: Officer Mark Stromberg